

FACT SHEET

Title I Staffing

OVERVIEW

Teachers and aides/paraprofessionals paid by Title I have very specific duties appropriate to each position. This document demonstrates acceptable duties for teachers and aides/paraprofessionals regarding the implementation of Title I activities.

Title I Teacher Duties	Title I Aide/Paraprofessional Duties
May supervise Title I aide/paraprofessional.	Aide/Paraprofessionals must be working under the direct supervision of and in close and frequent proximity to a certified public school teacher at all times.
Holds caseload of all Title I students.	Provides instructional support to the Title I teacher. Title I aides/paraprofessionals may not, have their own caseload of students.
Pulls out or assists students in the classroom with supplementary instruction beyond the classroom instruction.	Provides further reinforcement of skills as prescribed by the Title I teacher. Title I paid aides/paraprofessionals cannot be used as classroom aides.
Reinforce or re-teach vocabulary words or math concepts introduced by the classroom teacher.	Reinforces vocabulary words covered by the Title I teacher and assists in skills that aid in understanding the math concepts as prescribed by the Title I teacher.
Evaluates the progress of all Title I students and designs and prepares student progress reports.	Organizes results of student assessments and files records for the Title I teacher, assists in typing up progress reports and sending them to parents.
Prescribes the lessons that the students will work on during Title I time.	Helps students as they complete lessons delivered by the Title I teacher or the classroom teacher while the Title I teacher (in the same room) meets individually with specific Title I students.
Performs all student selection requirements including testing and making the final lists of students selected for Title I participation. <i>TAS – Title I teachers cannot provide testing in a TAS for the Title I program as that would require them to work with all students.</i>	Assists the Title I teacher in the student selection process by organizing results, creating parent permission slips, compacts, and other info to send home for identified students. Aides/paraprofessionals may not administer tests, but could provide supervision while students test.

Title I Teacher Duties <i>continued</i>	Title I Aide/Paraprofessional Duties <i>continued</i>
Schedules the parent meeting, writes up the parent survey, and finds parent-training tools.	Aides/paraprofessionals, under the federal law, may do all of these duties if hired as a parent coordinator or liaison.
Schedules the annual review meeting, coordinates the meeting, and communicates with parents regarding its results.	Assists in typing up materials, making preparations for the annual review meeting, administers staff and parent surveys for the meeting, participates in the meeting, and possibly communicates with parents regarding its results
Communicates regularly with classroom teachers regarding classroom instruction and needs of Title I students. Title I teachers should keep written documentation of this communication.	Aides should be included in discussions regarding classroom instruction, but should not have the sole Responsibility of communicating with teachers. They could be in charge of keeping the files on communication with teachers.
Develops Title I lesson plans.	Title I teachers should be meeting with aides to discuss what materials will be worked on in the lesson plans each week to make sure that aides are familiar with lessons and assignments so that they may provide adequate guidance to Title I students.
TAS – Title I teachers would provide the same services as above, except ONLY to identified students and families.	TAS – Title I aides/paraprofessionals would provide the same services as above, except ONLY to identified students and families.

Learn more about Title I at www.doe.in.gov/titlei